

73-5998

ES 73-7

25 September 1973

MEMORANDUM FOR: See Distribution

**SAVA** 2176

SUBJECT: Inventory of Procedures for Handling  
Correspondence with the NSC

1. The DDO has completed a review of its handling of correspondence with members of the NSC staff to include the transmittal of certain sensitive intelligence reports. Attached is a reasonably up-to-date roster of current NSC staff membership which may be of use in responding to Mr. Colby's request that other addressees review and report on their document exchange with the NSC staff.

2. In approving this inventory the Director did not imply that any current handling procedures be altered but he does wish to know what the present system is in the event future developments suggest that some adjustments be made. Please forward your input to this review by 15 October 1973 and I will consolidate and present to the Director.



D. C. Evans

Executive Secretary

STAT

Attachment  
as stated

cc: DDI  
DDM&S  
DDO  
DDS&T  
D/DCI/IC  
D/ONE  
GC  
LC  
D/PPB  
SAVA ✓

Mr. Rob Roy Ratliff/White House

EA/DDCI  
Approved For Release 2004/06/14 : CIA-RDP80R01720R000800140046-5  
EA/DCI

UNCLASSIFIED CONFIDENTIAL SECRET  
 Approved For Release 2004/06/14 : CIA-RDP80R01720R00080014004

**EXECUTIVE SECRETARIAT**

## Routing Slip

**TO:**

		ACTION	INFO	DATE	INITIAL
1	DCI				
2	DDCI				
3	DDS&T				
4	DDI				
5	DDO				
6	DDM&S				
7	D/DCI/IC				
8	D/ONE				
9	OGC				
10	OLC				
11	IG				
12	D/PPB				
13	D/Pers				
14	D/OS				
15	D/Trng				
16	SAVA	✓			
17	ASST/DCI				
18	AO/DCI				
19					
20					
21					
22					
SUSPENSE		<u>15 Oct 73</u> Date			

Remarks:

Henry A. Kissinger, Assistant to the President for  
National Security Affairs  
Brigadier General Brent Scowcroft, USAF, Deputy  
Assistant to the President

Lawrence S. Eagleburger, Deputy Assistant to  
the President for NSC Operations  
Richard T. Kennedy, Deputy Assistant to the  
President for NSC Planning  
Charles A. Cooper, Deputy Assistant to the President  
for NSC International Economic Affairs

Office of the Assistant to the President

Richard P. Campbell, Jr. (leaving soon) (Appointments)  
Cmdr. Jonathan T. Howe (Generalist)  
Robert McFarlane (replacing Howe who is leaving soon)  
Leslie A. Janka (Press)  
Peter Rodman (Generalist)  
Winston Lord (Generalist)

White House Situation Room

David Y. McManis, Director  
V. James Fazio, Assistant Director

Office of the Staff Secretary

Jeanne W. Davis, Staff Secretary  
James Barnum

Special Counsel to the NSC Staff

John F. Lehman, Jr. (Legislative Affairs)

Operations Staff

Latin America

William J. Jordan  
Serban Vallimarescu  
Mary E. Brownell

Europe (Also SALT, MBRF, etc.)

Helmut Sonnenfeldt (Asst Secy of Treasury nominee)  
William G. Hyland  
A. Denis Clift

African and U.N. Affairs

Harold Horan

East Asia

John A. Froebe (everything but Vietnam/China)  
Richard H. Solomon (China)  
William L. Stearman (Vietnam)  
Alvin P. Adams

Near East and South Asia

Harold H. Saunders  
William B. Quandt  
Henry R. Appelbaum  
Rosemary J. Niehuss

International Economic Affairs

Robert D. Hormats

Scientific Affairs

Dr. David Elliott  
Gordon Moe  
Michael Guhin

NSC Planning Group

~~XXXXXXXXXXXXXXXXXXXX~~  
Osborne A. Day (leaving soon; Marvin Smith replacement)  
Lt. Col. Donald J. Stukel, ~~XXXXXXXXXXXXXXXXXXXX~~

Research Group

Dolf M. Droge  
Sven F. Kracmer

Net Assessment Group

Andrew W. Marshall  
Capt. George E. Pickett  
Cmdr. Robert B. Pirie

Program Analysis Staff

Philip A. Odeen, Director (leaving soon)  
David L. Aaron  
John A. Bushnell  
Col. William B. DeGraf  
John A. Knubel  
J. Michael Power  
Lt. Col. E. George Riedel  
Peter B. Zimmerman